


LAAASF-CR

9 May 2003

## MEMORANDUM FOR RECORD

SUBJECT: Mandatory AFTP review

1. Effective immediately all personnel will review their listing on the AFTP summary sheet prior to signing in for an AFTP. These listings will be located in a binder at the flight OPS counter and flight OPS personnel will ensure that the listings are current.
2. Flight OPS personnel will also verify that the AFTP requested is valid prior to initialing the AFTP certificate.
3. The individual is ultimately responsible for monitoring their AFTPs performed. Personnel who sign in for AFTP types which exceed their authorized limits will not be paid for these AFTPs.
4. Any discrepancies on the AFTP summary sheet should be brought up to the flight OPS clerk on duty. Disputes over AFTP payment will be resolved by the Facility Commander.
5. POC for this action is the undersigned at CAGNET 6-2006, COMM 562-795-2006.



M. A. LASCANO  
MAJ, AV, CA ARNG  
Facility Commander